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9 August 1951

MEMORANDUM FOR: Deputy Director of Training

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FROM :

SUBJECT : Statement of Functions

1. In response to your request of this date.

a. Basic Mission:

To plan, develop and conduct, under the general direction of the Chief, Education and Standards Staff, an Orientation and Indoctrination program for CIA employees.

b. Major Functions:

1. To develop the best possible manner of presenting to new (and old) employees the role of CIA in the national intelligence picture and the job of each Office of the Agency in its relationship to the whole.
2. To schedule all eligible new employees and selected older employees to attend the course.
3. To plan, in concert with the Agency's Graphics Section and the particular offices concerned, visual aids to be used in conjunction with the course.
4. To see that a suitable space is available and properly prepared for each program.
5. To assist the Director of Training while the course is being conducted to assure that program goes smoothly.
6. To assist in individual orientation of new Training Office employees.

c. Current Major Tasks:

Preparation for the Fourth Class of the CIA Orientation and Indoctrination Course to be held the middle of September 1951.

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d. Personnel Support:

1. Stenographer part time.
2. Graphics Presentation personnel part time.

e. Major Tasks Completed:

Since the start of this program six months ago, three Orientation and Indoctrination Courses have been presented to approximately employees.

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f. Near Future Major Tasks:

Presentation of the Fourth course scheduled for mid-September.

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